Air Force Security Assistance Ce

War-winning Capabilities ... On Time, On Cost

Air Force Letter of Request Automation (LOR-A) Tool Tutorial

U.S. AIR FORCE

LOR-Automation Tool

- This tutorial is provided as a visual aid to assist in learning to use the LOR-Automation Tool.

- Further details are available in the LOR-Automation Tool User's Guide.

LOR-Automation Tool

Choose this option to access the LOR-Automation Tool

LOR-Automation Tool

Choose this option to access the user guide. The guide will assist in the preparation of the LOR.

LOR-Automation Tool

Choose this option to access the LOR Automation Tool to prepare and submit LORs.

LOR-Automation Tool
Classified Challenge

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Wright Patterson AFB, Ohio 45433

Will this LOR result in an LOA that requires classification for your country?

[Yes] [No]

IMPORTANT NOTICE: Please save your information often, especially if you need to check sources or will leave the application idle for any length of time. It is HIGHLY recommended to have all material ready before you start the submission process! A time-out warning message will appear after 20 minutes, and the application session will terminate after 30 minutes. If the session stops like this, any data not saved will be lost and will need to be re-entered. At that point, you will have to exit and restart the application to begin a new session!

Does the partner want the final LOA to be classified?

LOR-Automation Tool
Classified Challenge

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This tool is for unclassified use only.

If you wish to submit an LOR for a classified LOA, you must use classified channels.

Please contact your Command Country Manager.

You may close the web page, or click OK to return to AFSAC Online.

OK

If the response is "Yes" to the classified question, you will receive this message.

This system cannot accept classified information. Clicking "OK"

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Will this LOR result in an LOA that requires classification for your country?

Yes   No

IMPORTANT NOTICE: Please save your information often, especially if you need to check sources or will leave the application idle for any length of time. It is HIGHLY recommended to have all material ready before you start the submission process! A time-out warning message will appear after 20 minutes, and the application session will terminate after 30 minutes. If the session stops like this, any data not saved will be lost and will need to be re-entered. At that point, you will have to exit and restart the application to begin a new session!

Does the partner want the final LOA to be classified?

If the answer is "No", the user will be sent to the

AFSAC

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Login
(Please use AFSAC Online login credentials)

User Name: [   ]

Password: [   ]

[Log In]

To obtain a user name and password click here.

Users log in using their AFSAC Online user ID and password.

A user has four chances to enter credentials correctly. After the fourth incorrect attempt, the user is returned to the AFSAC Online Home Page.

If there is a problem

LOR-Automation Tool
Starting the LOR

To begin entering an LOR:

Select the appropriate Country Code (pick from drop down)

Select US Branch of Service for the LOA

Identify if this is a new LOR (not previously started) – click on box and hit continue

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Entering the LOR

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Start

Logout

⊞ Reference

Add a new LOR for: BN

○ Price & Availability (P&A)

⊙ New Letter of Offer and Acceptance (LOA)

If follow-on, enter previous case, if known: ABC

New LOR provides same item or service as previous case: ☑

○ Amendment to Add or Reallocate Funds

○ Change Letter of Offer and Acceptance (LOA) (Amendment/Modification)

Enter a unique Country Reference Number:

Test Case for the User Guide

This LOR is in support of:

Creating the LOR Automation Tool User Guide

Reset

Previous   New LOR

Identify type of LOR:

P&A – request for Rough Order of Magnitude (estimated) pricing and availability status

New LOA – request for New LOA - could be follow on to an existing case (if identical to existing case, check box and provide current designator)

Amendment to Reallocate Funds – request to move funding from one line to another (on one case or between cases); check box if involving training (T case)

Change LOA – request for amendment or modification (must provide current case designator)

Unique Country Reference Number

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Entering the LOR

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Start

Logout

⊞ Reference:

View or Change Your LOR

Search by:

Country Reference Number

Select Country Ref Number ▾

View   Change

Previous

Returning to work on an existing LOR

Once a partner has started working on an LOR, saved some portion, and exited the system, the LOR can be retrieved to allow for completion of the LOR.

Click on the drop down arrow to see a list of LORs. The listing of LORs is built as LORs are entered into the system.

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Entering the LOR

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Start

Logout

Reference

View or Change Your LOR

Search by:

Country Reference Number

Select Country Ref Number
Select Country Ref Number
TinaKonjicASCLOR -- (Unreviewed)
Testing PA funding -- (Submitted)
Tina testing notification messages -- (Submitted)
Testing Submission -- (Review)
Memo 14 -- (Unreviewed)
Testing 9 Jun -- (Unreviewed)
testing 9 jun identical -- (Unreviewed)
testing SAF -- (Unreviewed)
testing -- (Unreviewed)
memo 12 rjh -- (Unreviewed)

Previous

Returning to work on an existing LOR

Next to every LOR the user can see the current status of the LOR.

Meaning of Status:

• **"Unreviewed" status means the LOR is being developed by the user and has not been submitted to the CCM.**

• **"Submitted" means the LOR has been submitted to the CCM, but the CCM has not started the review.**

• **"Reviewed" means the LOR has been opened by the CCM and is in review.**

• **"Pending" means the LOR has been reviewed by the CCM, but there are questions that need to be answered by the submitter before the LOR is validated by the CCM.**

• **"Valid" means the LOR has been submitted, reviewed, and the LOR is valid and can be used to develop an**

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Entering the LOR

AFSAC

General Screen Information

These features are displayed throughout the rest of the process

Navigation Bar – It is recommended to complete information in preset order, however, this bar allows movement between screens in any order

Comments Link – Opens and closes text box for any information the user want to provide such as waiver requests, etc. Comments will be displayed at the bottom of the completed LOR.

References – Contains links to the Security Assistance Management Manual (SAMM)

LOR-Automation Tool
Entering the LOR

LOR Specific Information

All information specific to each LOR will be displayed in the center panel

Partner Branch of Service – which branch of the partner's government is requesting support

Check Terms of Sale– Place checkmark in box identifying the type of funding for purchase (if more than one type is selected, the dollar amount for at least one is appreciated)

Unique Payment Schedule – Open text field-Provide

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Entering the LOR

Selecting Case Category

This screen allows the partner to select what type of case they are interested in. Further clarification will be requested on some categories. Only one category may be chosen from this box.

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Entering the LOR

Selections which require clarification will prompt the user for further definition of the selection.

Some items (Equipment/Publications) will ask for clarification of whether the purchaser is requesting blanket order ($ Value) or defined order (quantity).

Some services (Technical Services/Training) will ask for clarification of whether the purchaser is requesting blanket order ($ Value) or defined order (period of performance).

Selecting Information Security and Leases will initiate an additional requirements box to

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Entering the LOR

Some items (Support and Major Weapon System Sale) will ask for a further definition of type of case.

Specialized or Sustainment Support will ask for clarification as to do you want "Specialized" which is an N case or "Sustainment Support" which is an Q case.

Major Weapon System Sale will ask for clarification as to do you want "Aircraft" or "Missile".

Selection of these categories will also prompt another box to open to allow selection of specific requirements.

This box is used to identify what articles or services the purchaser desires in conjunction with the

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Entering the LOR

This is the item input screen

Navigation Box – Using the drop down box, the partner can move between categories of items previously selected.

Add Box – Items may be entered singularly [Add Item (Manual)] or by spreadsheet [Add Multiple (Auto)]. These processes are detailed in the next slides.

Item Summary Box – Shows a listing of all items entered for a specific category. If

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Entering the LOR

The "Add Multiple (Auto)" option is available to assist in adding many items more quickly. The system will build an input spreadsheet to allow the user faster entry.

Click the "Download" button. The Tool will then open a spreadsheet for the user to enter requirements.

The next slides provide

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Entering the LOR

This is an example of the spreadsheet that the system will create.

The columns shown on the spreadsheet reflect the requested information for each secondary category.

The spreadsheet contains a tab for each secondary category chosen on the "Materiel/Service" screen.

After completion, this spreadsheet should be saved to the users' computer for uploading to the tool.

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Entering the LOR

After all items have been entered into the spreadsheet, the user should upload it to the tool.

Click on the "Browse" button to begin the uploading process. Locate the spreadsheet on your computer. The location of the spreadsheet should show in the browse box.

Once the spreadsheet is showing in the box, click the "Process Spreadsheet" button. The categories from the spreadsheet should show in the box.

After the categories are showing in the box, click on the "Import

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Entering the LOR

If the user prefers to enter their requests articles/services one item at a time, click the "Add Item (Manual)" tab.

Fill in the boxes for each item requested in the category. Click "Save Item" after each entry.

The information should move to the item summary box. If an item is not required, click the "Delete" link on the line.

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Entering the LOR

Sole Source Vendor

If the purchaser wants an item to be purchased using a sole source vendor (SSV), they should place a checkmark in the SSV box for that item.

After all items that are being requested as sole source are marked, and the "Next" button is hit, the sole source request section will open.

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Entering the LOR
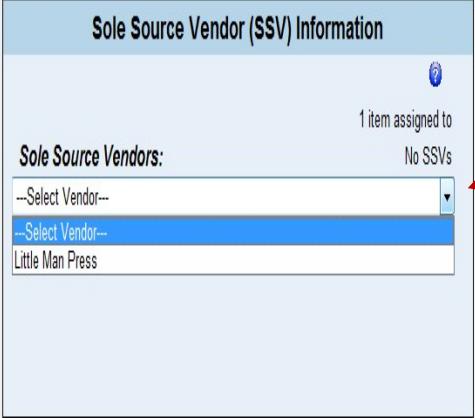
Selecting Vendor

If the partner has used a SSV in the past, they may chose them again by choosing them from the drop down menu.

If the vendor has never been requested, they will need to be added to the drop down list. To add a vendor, click the "Add New SSV" link.

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Entering the LOR

A help section is available at any time by clicking on the blue question mark at the top of the screen.

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Entering the LOR

Adding New Vendor

Step 1. When the "Add New SSV" link is clicked, another box will appear. This box requests the information on the requested SSV. The partner must supply the "Full Name of Vendor" and "City, State or Other Location."   The CAGE Code is appreciated, if known, but not required. Then click the "Add SSV" button.

Step 2. After adding the new vendor, they must be selected from the drop down menu.

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Entering the LOR

Assigning Vendor

When a vendor is chosen, all items which were designated as SSV will appear.

If you are unsure if this is the intended vendor, click "Show Details" to compare locations of vendors.

Each item must be assigned to a vendor. This can be accomplished in three ways. These are detailed on the next slide.

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Entering the LOR

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Assigning Vendor

There are three methods for assigning vendors to items.

1.Each item listing has an assign button. Select the correct vendor from the drop down menu, and then click the "Assign" link on the line item.

2.If there are multiple items and all of them should be assigned to the same vendor, select the vendor and then click the "Assign ALL Items to:" link.

3.If there are multiple items and many should be assigned to a single vendor, first assign the ones that go to a different vendor, and then assign the ones that go to the common vendor by clicking "Assign ALL Unassigned Items to:" link.

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Reasons/Justifications

Once the items have been assigned to a vendor, the partner is then asked to provide the reason and justification for the request. The Tool will use this information to prepare the Sole Source Request portion of the LOR.

First the partner is provided with five reasons for requesting a SSV. The fifth reason is "Other." If selected, no justification questions are provided and the partner must provide full justification in the open text box provided.

After selecting a reason, the corresponding justification

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Entering the LOR

Attachments can be in any electronic format (i.e., documents, pictures, spreadsheets, etc.)

To begin to attach a file to the LOR, click on the "Browse" button. Locate the file and click the "Open" button.

After the file location appears in the browse box, enter a brief description of the document.

To attach the file, click the "Add" button.

The file name and description should appear

LOR-Automation Tool
Entering the LOR

This section is available to aid country in their coordination and distribution processes.

Help is available by clicking the blue question mark.

If an address has a checkmark in the "Send To Now" column, a copy of the LOR will be sent when the "Send Country Email" button is clicked.

If an address has a checkmark in the "Copy On Submit" column, that addressee will receive a copy of the LOR when the LOR is submitted to the CCM.

Any desired email address can be entered by using the "Add" link on the bottom and supplying the requested information (name and email

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The <u>signatory within the Tool</u> is the person who submits the LOR to the CCM for processing. The LOR signature list is built as LORs are submitted.

If a signatory is not on the list it may be added by using the "Add New" link (Name, phone , and email are required).   **NOTE:** The email entered has to be the same email used to register for an AFSAC Online account.

All items must be resolved prior to submission of LOR.

If the person logged into the Tool, is also selected in the LOR Signature box, the "Sign/Submit to CCM" button will activate. When that button is clicked, the LOR is submitted, the status changes to "submitted", and the distribution of the LOR to the USG occurs.